



Commission on Forensic Science  
Standards and Certifications Advisor Committee (SAC)  
Minutes **(DRAFT)**

February 7, 2017  
10:00 a.m.-12:00 p.m.  
Biology Department Conference Room  
Science Center 130  
Delaware State University  
1200 N. Dupont Hwy  
Dover, DE 19904

**Voting Members Present:**  
**Clytrice Watson**  
**Susan Wilgus**  
**Krystal Hans**

**Voting Member Not Present:**  
**Jamie Armstrong**  
**Alice Briones**  
**Johna Esposito**  
**David Mangler**  
**Robyn Quinn**

- 1. Welcome, Call to Order-Dr. Clytrice Watson**
  - a. It was determine that there was a quorum.
- 2. Review and Approval of minutes, September 21, 2016**
  - a. A motion to accept the minutes was made by Krystal Hans and seconded by Susan Wilgus.
  - b. It was noted by Dr. Watson that details modifying the title of the committee to include an outreach component were missing from the minutes.
  - c. The motion was carried to accept the minutes.
- 3. Future leadership of the SACs Committee**
  - a. Dr. Watson informed the committee that she plans to transition off of the Commission on Forensic Science and would like to nominate Krystal Hans as her replacement if that is allowable. She believes that it is critical for Delaware State University to have representation on the commission. Dr. Hans is the forensics

faculty/expert at DSU. It was suggested that Dr. Hans lead the SAC committee as well. Dr. Watson will contact Lydia Massey, Director of Boards and Commissions for information regarding her withdrawal and new membership.

#### **4. Committee members open discussion**

Dr. Watson reviewed the new direction and objectives of the committee as discussed at the September 21, 2016 meeting. The primary foci are:

- a. Improving staff retention at DFS
  - i. Hiring Delaware residents for a higher commitment to remaining in DE.
  - ii. Working with Universities to better prepare students for employment at DFS.
  - iii. Increase diversity at DFS.
- b. Improving and expanding the DFS Internship Program
  - i. Previous discussions regarding DFS internships highlighted that the Strategic Planning committee also had an internship component. SACs would like to work on this and develop internship guidelines. It was mentioned that each unit should develop guidelines suited for their area to create a working set of guidelines.
- c. Developing Pay Scale/Step Increase/Pay Parity: The overlap with the Strategic planning committee needs to be resolved.
  - i. It was previously discussed that Jamie Armstrong and Johna Esposito would gather information to develop a "Pay Step Plan" for staff members other than managers. Dr. Watson spoke with Major Evans via telephone on 2/7/2017 regarding potential overlap of committee work and information regarding what has been done in relation to pay parity. It was concluded by Dr. Watson based on this conversation that it may be difficult to garner support from the Office of Management and Budget (OMB) for such a plan considering there is already a step plan in place, i.e. Chem analyst I, II ect. It may also be a greater service to focus on staff professional development.
  - ii. Funding is limited for staff development activities, so it was suggested to partner with other institutions and/or agencies for professional development activities, i.e. National Institute of Standards and Technology (NIST), Dover Air Force Base OME and the Chesapeake Bay Division of the International Association of Identification (CBD-IAI). Additional funds to support professional development may be obtained by partnering with institutions of higher education for grant funding.
- d. Outreach
  - i. Revisiting educational and community outreach was discussed and deemed important to build community relationships. Dr. Hans is interested in revitalizing forensic science seminar series at DSU to include DFS personnel.

#### **5. Adjourn**